



**Great and Little Shelford CE (A) Primary School
Full Governing Board Meeting
28 November 2019, 19.30**

DRAFT MINUTES

Present	In Attendance
Peter Ede (PE - Chair)	Laura Humphreys (LH – Clerk)
Emily Button (EB)	
Anna Caroe (AC)	
Liz Carrothers (LC)	
Frances Dye (FD)	
Chris Grey (CG - headteacher)	Apologies
Christopher Hallebro (CH)	Simon Scott (SS)
Liz Jenkin (LJ)	
Maria Lazarus (ML)	
Gillian Scahill (GS)	
Dawn Scott (DS) from Item 7 onwards	
Polly Stanton (PS)	
Simon Talbott (ST)	

The meeting opened with a prayer.

1. Welcome

PE welcomed Governors to the meeting.

2. Apologies for absence

Apologies were received, and accepted, from Simon Scott.

3. Declarations of interest

None declared.

4. Minutes of the previous meeting

Minutes of the previous meeting were approved as an accurate record of the meeting and signed.

5. Matters arising – update on action list

Actions from October 2019 meeting

- i. Action: LH to finalise attendance record for 2018-19. *LH to arrange upload to school website.*
- ii. Action: LH to circulate committee membership. *Complete.*
- iii. Action: PE to draft thank you message for school newsletter, including link to Governor page on website. *Complete.*



- iv. Action: CG to investigate RSE resources including from Diocese. *CG has been in contact with Caroline Vinall for advice, and she will support the school with a model policy and advice/guidance.*
- v. Action: LJ to send the Governor training slides to LH, LH to circulate to Governors. *Complete.*
- vi. Action: LH to circulate 2019-20 Pupil Premium and Sports Premium reports via email. *Complete.*
- vii. Action: LH to circulate Link Governor list. *Complete.*
- viii. Action: All to consider how best to monitor teacher and headteacher wellbeing. *Refer agenda Item 14.*
- ix. Action: CG to include teacher attendance statistics in his report(s). *Complete, refer to Item 7.*

6. Chair's Business

a) Governor Development Plan (AC)

AC described the Governor Development Plan, which links to the School Development Plan. A draft had been discussed by a subset of Governors and circulated for additional comments. Feedback has now been incorporated and a final version was available. A number of specific actions were identified around the role of Link Governors and Foundation Governors, feeding back to the parent body via the school newsletter, an informal learning log for Governors and a single (initial) point of contact for parents wishing to contact the Governing Board.

Action: AC to follow up with relevant individuals re: roles of Link and Foundation Governors, regular FGB updates in the school newsletter, Governor learning log, mechanism for parents to contact the FGB.

b) Audit of Governing Body Effectiveness (LJ)

LJ discussed a proposal to audit the skills of the Governing Board in the Spring Term. This will be useful in succession planning and identifying any skills gaps. FD agreed to assist with the audit.

Action: LJ and FD to carry out skills audit in Spring Term.

7. Headteacher's Business

a) Headteacher's Report

CG summarised his report which had been circulated in advance. The following areas were highlighted in particular:

- The potential admission of a permanently excluded pupil was raised, it was noted that CG is in discussion with the LA and that the school is not obliged to accept this individual.
- LA predicted entry for 2020 was discussed although noted that this was likely to be an underestimate.
- Attendance was slightly less than the previous reporting period, due to increased illness at this time of year.
- Staff attendance is very good, a potential issue around the impact of the quality of lighting on health is being addressed.



- There have been no exclusions.
- Termly 'pupil progress' meetings with CG, the deputy head and the class teacher(s) are taking place, and CG will report back to Data Committee.
- Previous and upcoming monitoring visits were noted.
- Year 5 classroom has been decorated by a team of volunteers and funded by the Shelford School Support Fund. Governors expressed their gratitude to the volunteers.
- Resurfacing and pothole work is due to start during this academic year.
- The multitude of community events were noted.

Governors thanked CG for his thorough report and clear summary.

b) School Development Plan

CG summarised the School Development Plan which had been circulated in advance. Refer to document for full details, particular points are noted below.

Target 1: Continue to embed school's already strong approach to Anglican teaching in the school.

- Many objectives already complete.
- Pupil-led collective worship is exemplary.
- Approach to assessment in RE is being embedded.

Target 2: Continue to enhance the school's approach to mental health and wellbeing for all.

- There have been 2 mindfulness sessions for staff which have been very well received.
- The Take 5 approach is working well.
- Mental health resources are available on the school website.

Target 3: Develop a high-quality approach to the use of research in school in order to safeguard the school's future as a continuously improving school.

- Many activities in this area, which are detailed in the document.

Target 4: Align the school's curriculum and provision with the school's new vision.

- Year 5 had a series of curriculum days which were very popular.
- CG is currently looking to secure sponsorship/funding for iPads and laptops.

Target 5: Develop leadership skills of all staff.

- It was discussed that the timing of development of the School Development Plan will be altered in order for Governors to be involved in developing the document with CG and the SLT, before it is shared with parents.
- The Literacy subject leadership report was commended by Governors.

Governors thanked CG for his detailed report and the ongoing development work he is leading.

c) Website compliance

CG reported, and Governors noted, that the school website is compliant.

d) SIAMs update

Governors had been involved in the SIAMs inspection which had taken place today. Governors passed on their thanks to everyone who had been involved. The draft report is expected next week.



8. F&P committee update

a) Draft minutes from meeting 14.11.19 (& approval of Terms of Reference)

Governors noted the draft minutes which had been circulated in advance. Terms of Reference remained unchanged, and were approved.

b) Consultation on school budgets

GS reported that she and ML had attended a meeting with Jonathan Lewis and that LA budgets are in deficit by £16M. A consultation has been launched, deadline for comments is 13th December. Governors were encouraged to respond to the consultation, the following question topics are noteworthy: mobility formula (pupils that join mid-year); central school services block; historic commitments funding; minimum budget per pupil; schools with carry forward.

Action: GS to circulate link to the budget consultation

Governors questioned CG about the swimming pool repairs and it was noted that this will be duly discussed and scrutinised by members of the Finance and Premises Committee.

c) Health and Safety Policy

Governors noted the updated Health and Safety Policy (there were no significant changes).

9. Admissions policy

AC updated Governors that the County sets admissions criteria but, as a church school, the FGB sets the 'Supplementary Information Form'. For entry in 2021 a small change is proposed: deletion of one sub-category to read:

2b(i) Children whose families are involved in the life and work of St Mary's Church, Great Shelford or All Saints Church, Little Shelford in the following order of priority:

- Families at the heart of their Church
- Families known to their Church

Similar changes apply to 2b(ii), 3b(i) and 3b(ii).

Governors approved the changes. The Policy will be reviewed in 12 months.

10. Communications working party

EB updated Governors that the communications survey had been finalised and distributed, and preliminary results had been circulated to Governors. The team had also met with office staff and sent a survey to teachers to collect their feedback. Members commended the team on their work to date. The headline results were briefly discussed, and a full report will be discussed at the next FGB meeting.

Action: Communications group to bring final report to next FGB meeting.

11. Standing item - safeguarding

- Termly monitoring of the SCR – few minor issues identified and corrected.
- Monitoring of staff competency – a teacher, member of support staff and member of office staff were selected at random – all passed the safeguarding competency test.



12. Standing item – policy update

- a) Equalities Policy – The draft had been circulated in advance and Governors were invited to give feedback via email. The policy will then be shared with staff and parents.
- b) Spiritual Development policy – the previous policy has been reviewed and updated (e.g. to include reference to forest school). Governors noted the new version.

It was noted that the Pay Policy and Charging and Remissions Policy will be reviewed by the F&P committee.

Action: CG to forward Pay and Charging & Remissions Policies to GS.

13. Standing item – training

LJ updated Governors that she had undertaken an initial 'fact finding' SEND visit.

FD volunteered to assist LJ in the safeguarding work.

The following courses had been undertaken since the last FGB:

Governor	Course	Impact
ML and GS	Finance briefing with Jonathan Lewis	Increased understanding of the budget deficit, emphasised the importance of the current consultation
AC and LJ	SIAMs training	Increased knowledge of the SIAMs inspection, which was discussed with CG
LJ	Safer recruitment training	Took away a list of points/actions which will keep the school safe e.g. around DBS checks, references.
AC	Christian Distinctiveness Training	<ul style="list-style-type: none"> - developed my understanding of the concept of Church School Distinctiveness. - learned about the SIAMs (Inspection) procedures. - had opportunity to consider how the school vision statement can be made manifest and visible in school's policy and practice.
AC	Taking the Chair for new Chairs	Strengthening the succession plan for the leadership of the Board by developing a clear understanding of the role of the Chair, receiving training on some aspects of school improvement and some elements of strong teamwork and through discussion of successful practice with peers.
CH	Improving Outcomes for Disadvantaged Pupils	<p>Gave me the toolkit to work with the PP lead in the school, including questions to ask.</p> <p>Helped develop my understanding of PP</p>



		and its impact on pupil outcomes. Identified strategies for engaging with the school on monitoring and reporting on PP
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14. Teacher and Headteacher wellbeing

PE reported that he had discussed the additional classroom duties which CG has undertaken recently, CG reported that he enjoys this time spent in the classroom and it is beneficial to his wellbeing.

LJ raised discussion point for a future meeting – email timing etiquette.

Action: LH to add email timing etiquette to next meeting agenda.

15. Governor monitoring visits

The following Governor Monitoring visits had taken place and reports had been circulated. Governors noted the reports and thanked the individuals involved: Science (PE), Literacy (LJ), SEND (LJ), Modern Foreign Languages (CH).

PS updated that she has had several meetings with ICT lead (Miss Bachewich) and will write a report in due course.

CH updated that there had been a preliminary Pupil Premium visit.

Action: PS to draft ICT visit report

16. Rainbow / Wacky

ST reported that the Rainbow/Wacky Liaison Committee had met last week, minutes were not yet available, but there were no specific points to raise at this FGB meeting.

17. PTA

The new pupil-designed PTA logo and mascot were unveiled and EB updated that PTA had agreed to fund: ipads and associated licencing, cases and installation costs; curriculum enrichment activities e.g. Living Eggs in reception class; whole day science workshop during science week. The PTA also agreed in principle to a request to fund recycling bins for the school and looked forward to hearing more on this at the next meeting.

Eleanor McCrone attended recent PTA meeting and was thanked for all her work with improving the school environment. Future ideas were discussed such as a shade sail in reception garden, large outdoor sandpit, further classroom improvements.

It was noted that the PTA bike sale had raised just under £1,000 and the following fundraising activity dates were communicated:

- 1st December – Christmas light switch on
- 16th December – school disco
- 25th January – quiz night



18. School Council

LC updated that the following topics had been discussed in recent School Council meetings: design of the hall door, upcoming art day, PTA logo entries, ideas for school communications with parents.

19. AOB

- Date of next meeting: Thursday 30th January.

The meeting closed with the grace at 21.30

Signed as a true record.....Date.....

Chair